

## Job Overview:

### Senior Project Manager

<b>Job Title:</b> Senior Project Manager	<b>Location:</b> King's Cross, London, with travel to site required	<b>Company:</b> Gratte Brothers Building Services & Engineering (GBBS&E)
<b>Reporting to:</b> Operations Director	<b>Responsible For:</b> Project Delivery	<b>Key Stakeholders:</b> Clients, professional design team, wider GBBS&E team

#### Job Purpose:

The purpose of the role is to effectively and professionally oversee and manage the day-to-day management of projects with a value in excess of £10m. You will ensure the projects make a profit by delivering within budget and programme, exceeding the satisfaction of the client and associated Gratte Brothers Limited Directors. In addition, the role will oversee the day-to-day effective management of the GBL project team including Engineers and Site Operatives. You will also be responsible for the management of the client, any principle contractor appointed directly above GBL and other trade contractors on the project.

#### Key Areas of Responsibility:

- Lead team meetings.
- Work with Gratte Brothers Technical Services (GBTS) in delivering the design/working drawings necessary to deliver the project and ensure GBL capture any additional costs and programme delays caused by external influences on their production.
- Delegation of activities within the GBL project team
- Management of the Procurement Process.
- Programming.
- Project reporting to client.
- Promote and drive health and safety.
- Project reporting to directors.
- Manage Installation and commissioning activities.
- Handover documentation.
- Management and controlling sub-contractors.
- Cost control. Liaising with project surveyor to produce the monthly PFR report.
- Quality control.

- Risk control (programme and commercial).
- Management of complicated projects, large and multiple packages with complex programmes.
- Building and maintaining relationships with clients.
- Be able to carry out any activity expected from a Project Engineer
- Monthly PFR meeting attendance.

***This is a broad overview of the position and does not encompass all aspects of the role.  
Gratte Brothers are an equal opportunities employer and welcome applications from all.***

### **Knowledge & Experience:**

- A proven track record as a project manager.
- Experienced in supervision of project engineers and site management teams.
- Ability to build and lead a team.
- Knowledge of current construction practices and safety on site.
- Management of the client, setting expectations and delivering to them.
- Have a good understanding of BIM technologies and how they are used in Construction.
- Organising interim claims and variations to the account.
- Full control and supervision of sub-contractors.
- Attendance at client and contractor meetings.
- Ensuring completion deadlines are achieved.
- Ensuring financial targets are achieved.
- Interviewing sub-contractors and assessing their suitability.
- Implementing QC procedures including thorough document control and sign off procedures.
- Utilising photographic evidence attached to the above documents.
- Have a good understanding of JCT and NEC contracts.
- Have an excellent knowledge of the engineering fundamentals of their specialist discipline, i.e., Mechanical or Electrical.
- Have a good understanding of the engineering fundamentals of the other specialist disciplines involved in building services, i.e., Mechanical, Electrical, Public Health, Fire Protection, etc.
- Have a good understanding of the fundamentals of other specialist trades involved in building works such as steelwork, builders work, internal fit-out trades, etc.

**Attributes & Skills:**

- Approachable.
- Good negotiator.
- Be a good and fair team leader and maintain the respect of your team.
- Customer focussed.
- Problem solver.
- Excellent communication skills both written and verbal.
- Team player.
- Able to efficiently resolve disputes.
- Calm and measured under pressure.
- Pro-active and self-motivated.
- Commercially astute.
- Ability to evaluate a tender return.
- Ability to prioritise.
- Ability to set tasks and evaluate results of the engineering team under direct control.
- Ability to evaluate and make decisions.
- Good understanding of contract law.
- Cost control.
- Good time management.
- Self-motivated.
- Dedicated and committed.

**Qualifications:**

- GCSE (at Grade C/4 or above) or equivalent in English language and mathematics.
- HNC or higher in electrical or mechanical engineering.
- 5 years of project manager experience, minimum.
- CSCS card.
- Proficient user of Microsoft Office.
- Use ASTA for programming.